

Document Owner: Manager Customer Planning

Water Treatment Plant – Source Intakes Excavation - Planned Maintenance

Planned maintenance procedures to ensure excavation of gravel allows sufficient water to be available at the intake of a Water Treatment Plant.

Health & Safety and Operational Information

Hazard Indicators



Personal Protection



Health and Safety Information

- Health and Safety documentation.
- Generic Traffic Management Plans or site-specific Traffic Management plan.
- Hazardous Waste
- Confined Space Entry
- Working near water
- Drowning
- Flash flood
- Contamination
- Bank Erosion
- Number of people required for this work

Operation's & Maintenance Documentation

- Corridor Access Requests (CAR) and WIP Permits (site specific or generic/global)
- Service plans (B4uDig)
- Design drawings
- Site plans

Customer Information (Confidential)

Priority Customer Categories

Emergency Procedure / Escalation

Emergency

- Make "Site Safe" and isolate risks to people or property with resources at hand
- In event of service strike to utility/energy source (e.g. fuel, Gas, Power, Water etc.) report immediately to team leader

Escalate if extra resources required or problems occur!

- Escalate to Team Leader and inform of the issues faced and/or expected resources required if necessary.

Additional Documentation

Required Skills, Competencies (Qualifications and/or Certifications)

Licensed Operator

Excavator - Competent persons only

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Standard Operating Procedure

Required Equipment

Equipment and Information	Details
Fully Equipped Vehicle	Ensure vehicle, plant, equipment and materials appropriate to the day's work schedule is available.
Specialist Equipment	Ensure specialist equipment required is available for utilisation. <ul style="list-style-type: none"> - Excavator - Required for excavating gravel. - Trucks - Required for transporting gravel. - Spill kit - Erosion control - Biofuels
Specialist Materials & Parts	Ensure you have loaded up all the required parts and materials required to undertake the maintenance work to be completed.
Specialist Equipment	Is there a requirement to utilise Bio fuels on plant working in waterways. This will have GWRC consent and compliance requirements

Prepare to do the work

Action	Action Details
Pre Start Process	Complete the Daily Pre Start – Planned Maintenance <ul style="list-style-type: none"> - Include Hazard ID - Include Pre-Start Tailgate Meeting Undertake all tasks required in the Generic Planned Maintenance SOP.
Compliance	Traffic Management Plan - Where required, TMP to be in place prior to work starting. TMP to be accessible on site. Resource Consent - Where required, must be accessible onsite and read by all employees before work commences.
Environmental Assessment	Assess risk of damage to environment particularly riverbank and surrounding ground. Assess risk of river contamination. <ul style="list-style-type: none"> - Care to be taken by all vehicles entering the site. - Ensure digger is clean prior to job start following arrival on site to avoid watercourse contamination. - Ensure any tracks left are minimised. Keep all work in the riverbed with excavator to a minimum. Care to be taken when placing gravel in riverbed. - Beware of fuel contamination as working near a river.

Perform the work

Action	Trade	Action Details
Maintenance	Competent Person	Co-ordinate with operator prior to site set up.
Maintenance	Competent Person	Host Tailgate: <ul style="list-style-type: none"> - Share information and job required with other parties. Ensure all involved have read and understood resource consent and understand.
Maintenance	Competent Person	Move gravel from one side of river to the other to ensure that sufficient water is available at the intake to the Water Treatment Plant.
Maintenance	Competent Person	Allow to water to run free on completion of works.
Maintenance	Competent Person	Leave site nice and tidy. Pick up all rubbish and trim any vegetation that is damaged to make good.